



# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

## PERSONNEL BOARD

### DISCUSSION OF July 20, 2007

#### Attending:

Elsa Urquiza	Chairperson
David Alschuler	Vice Chairperson
Zalman Bacheikov	Associate Member
Michael Perlmutter	Associate Member
Stacy McCrae	Employee Member
Renato Sejas	Employee Member
Jimmie Newton	Employee Member
Ramiro Inguanzo	Secretary
Steve Rothstein	City Attorney's Office

#### Absent:

Alex DeGasperi	Associate Member
Bunny Patchen	Associate Member

#### ITEM 1-APPROVAL OF MINUTES

The Personnel Board meeting began at 9:15am

Upon motion of Michael Perlmutter, Associate Member and with all in favor the minutes of the June 15, 2007 Personnel Board meeting were approved.

#### ITEM 2- CLASSIFIED PERFORMANCE EVALUATIONS-THE REQUEST FROM PERSONNEL BOARD MEMBERS FOR DEPARTMENT DIRECTORS WITH MORE THAN 10% OR WITH 10 OR MORE PAST DUE PERFORMANCE EVALUATIONS TO APPEAR BEFORE THE BOARD.

Ramiro Inguanzo, Chief of Staff advised the Board that overall the Department of Human Resources and Risk Management has been aggressively working with City Departments in decreasing the amount of past due evaluations. Neighborhood Services and Parks and Recreation are among the departments that have submitted a substantial amount of evaluations within the last month.

Jimmie Newton, Employee Member commended the Police Department in decreasing their past due evaluations from previous years.

#### ITEM 3-APPROVAL OF REQUEST FOR THE CREATION OF A NEW CLASSIFICATION AND DETERMINATION OF PAY GRADE-CUSTOMER SERVICE REPRESENTATIVE (0606 Others)

Upon motion of David Alschuler, Vice Chairperson and seconded by Stacy McCrae, Employee Member and with all in favor the creation of a new classification and determination of pay grade-Customer Service Representative was approved.

#### ITEM 4-APPROVE THE BUDGET REQUEST OF THE DEPARTMENT OF HR AND RISK MANAGEMENT'S BUDGET FOR FY 2007/2008.

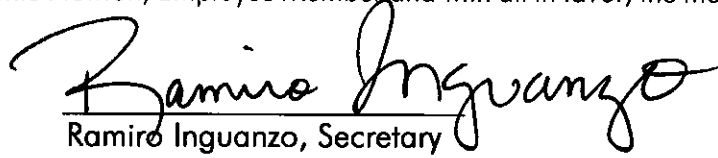
Ramiro Inguanzo, Chief of Staff explained to the Board the Roll-back rate and its effects to the City of Miami Beach's overall budget. At the next Personnel Board meeting, Ramiro will present to the Board the recommendations that were made to the Finance and Citywide Committee.

#### ITEM 5-REVIEW OF REVISED EMPLOYEE GUIDE DEFERRED TO JULY 20, 2007 PERSONNEL BOARD MEETING.

On the Employee Guide draft the Board would like to see a clarification under the section of "Performance Appraisal". The Board would like to see that the language in this section expresses to all *We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.*

Classified employees their right to appeal their performance evaluation within 10 days of the date their evaluation was issued.

Upon motion of Jimmie Newton, Employee Member and with all in favor, the meeting was adjourned at 10:27 AM.

  
Ramiro Inguanzo, Secretary